



Departmental Quarterly Performance Report

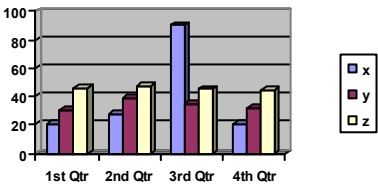
Department Name: Library

**Reporting Period:
FY 2003-2004
1st Quarter**

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MAJOR PERFORMANCE INITIATIVES

<p><i>Describe Key Initiatives and Status</i> Check all that apply County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p><i>Describe initiative and provide status update</i> <i>Insert associated performance measures, if applicable, e.g.</i></p> 	<p><i>Strategic Plan</i> <i>Business Plan</i> <i>Budgeted Priorities</i> <i>Customer Service</i> <i>ECC Project</i> <i>Workforce Dev.</i> <i>Audit Response</i> <i>Other</i> _____ <i>(Describe)</i></p>
<p>County Mgr. Priority (Circle One): <i>People</i> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>RC-1: Establish easily accessible, diverse and enjoyable programs, services, places and facilities to meet our community's unique and growing needs. RC1-1: Well maintained and attractive library facilities.</p> <p>Completed installation of new HVAC at Culmer/Overtown Branch.</p>	<p><input checked="" type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input checked="" type="checkbox"/> <i>Budgeted Priorities</i> <input type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>Audit Response</i> <i>Other</i> _____ <i>(Describe)</i></p>
<p>County Mgr. Priority (Circle One): <i>People</i> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>RC-1: Establish easily accessible, diverse and enjoyable programs, services, places and facilities to meet our community's unique and growing needs. RC1-3: More library programs to address varied community interests.</p> <p>On December 1, 2003, the Miami-Dade Public Library System joined the statewide Ask a Librarian collaborative virtual reference service. This service features chat reference software that enables librarians to assist patrons live over the Internet from 10 a.m. to 10 p.m., Monday through Friday. MDPLS is among more than 50 college, university and public libraries statewide that have joined in the initial Ask a Librarian project. Hours are expected to increase as more libraries join. Five Main Library reference librarians have been trained in the software, and nine more will be trained in January. During the first month, Main Library staff logged in 22 hours assisting 18 patrons.</p>	<p><input checked="" type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input checked="" type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>Audit Response</i> <i>Other</i> _____ <i>(Describe)</i></p>
<p>County Mgr. Priority (Circle One): <i>People</i> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>RC-2: Secure and invest additional public and private resources to improve and expand programs, services and facilities. RC2-1: Reduction in unmet needs.</p> <p>In October, the Friends of the Miami-Dade Public Library System held their annual book sale which raised \$15,000. The money will be used towards programming for the Library System.</p> <p>The Friends of the Library membership drive was held in November. As of the</p>	<p><input checked="" type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>Audit Response</i> <i>Other</i> _____ <i>(Describe)</i></p>

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<p>end of December, there are 283 paid Friends members.</p> <p>County Mgr. Priority (Circle One): <i>People</i> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>RC-4: Develop lifelong learning and professional development opportunities through education, outreach and training partnerships.</p> <p>RC4-1: Increase availability of and participation in lifelong learning programs for the public.</p> <p>The Library Department continues to partner with Florida International University to run the Enlace Program, which provides pronunciation and reading comprehension tutoring for educationally at risk and minority children.</p>	<p><input checked="" type="checkbox"/> <i>Strategic Plan</i></p> <p><input checked="" type="checkbox"/> <i>Business Plan</i></p> <p><input type="checkbox"/> <i>Budgeted Priorities</i></p> <p><input checked="" type="checkbox"/> <i>Customer Service</i></p> <p><input type="checkbox"/> <i>ECC Project</i></p> <p><input type="checkbox"/> <i>Workforce Dev.</i></p> <p><input type="checkbox"/> <i>Audit Response</i></p> <p>Other _____ (Describe)</p>
<p>County Mgr. Priority (Circle One): <i>People</i> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>RC-4: Develop lifelong learning and professional development opportunities through education, outreach and training partnerships.</p> <p>RC4-1: Increase availability of and participation in lifelong learning programs for the public.</p> <p>Due to the high demand and volume of students seeking tutoring from the S.M.A.R.T. (Science, Math and Reading Tutoring) Program, in Fiscal Year 03-04 the library added an afternoon tutoring session from 2 to 5 pm at both Miami Lakes/Palm Springs North Branch and at the West Dade Regional Branch. The S.M.A.R.T. Program is available to the public at every Miami-Dade County Public Library System facility each Saturday from October through June.</p>	<p><input checked="" type="checkbox"/> <i>Strategic Plan</i></p> <p><input checked="" type="checkbox"/> <i>Business Plan</i></p> <p><input type="checkbox"/> <i>Budgeted Priorities</i></p> <p><input checked="" type="checkbox"/> <i>Customer Service</i></p> <p><input type="checkbox"/> <i>ECC Project</i></p> <p><input type="checkbox"/> <i>Workforce Dev.</i></p> <p><input type="checkbox"/> <i>Audit Response</i></p> <p>Other _____ (Describe)</p>
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PERSONNEL SUMMARY

A. Filled/Vacancy Report

12/31/03

NUMBER OF FULL-TIME POSITIONS*	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
	467	509	470	39						

* Public Safety Departments should report the sworn versus non-sworn personnel separately and Departments with significant part-time, temporary or seasonal help should report these separately.

Notes:

B. **Key Vacancies:** Administrative Officer 2 (Personnel).
 Librarian 3 (Branch Manager) at West Flagler has just been filled.

C. Turnover Issues

D. Skill/Hiring Issues

E. Part-time, Temporary and Seasonal Personnel
(Including the number of temporaries long-term with the Department)

F. Other Issues

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FINANCIAL SUMMARY

(All Dollars in Thousands)

	PRIOR YEAR	Total Annual Budget	Quarter (1)		Year-to-date		\$ Variance	% of Annual Budget	
			Budget	Actual	Budget	Actual			
	Actual								
Revenues									
Ad Valorem	48,149	53,965	13,491	23,956	13,491	23,956	10,465	44%	
State Aid/ Construction Grants	2,937	3,700	925	-	925	-	(925)	0%	
Book Trust	3	-	-	-	-	-	-	0%	
Carry Over	2,936	2,000	500	2,936	500	2,936	2,436	147%	
Carryover Capital	14,493	11,235	2,809	14,493	2,809	14,493	11,684	129%	
Other	2,394	4,309	1,077	593	1,077	593	(484)	14%	
Total	70,912	75,209	18,802	41,978	18,802	41,978			
Expense*									
Personnel	24,622	28,878	7,220	6,875	7,220	6,875	(345)	24%	
Operating	18,685	19,095	4,774	3,485	4,774	3,485	(1,289)	18%	
Capital **	2,063	27,236	6,809	661	6,809	661	(6,148)	2%	
Total	45,370	75,209	18,802	11,021	18,802	11,021			

Note: (Intar fund transfer construction) included Ad valorem
Book Trust transfer

1,000

3

* Expenditure may be reported in by activity as contained in your budget or may be reported by category (Personnel, Operating, Capital)

** includes Construction /Renovation Expenditures for New Libraries as per Library Capital Plan.

Equity in Pooled cash (for Proprietary funds only)

Fund/ Subfund	Prior Year	Projected at Year-end as of			
		Quarter 1			Quarter 4
Library Operations 091	13,444	27,115			500
Library Non-Govt contribution 092	34	34			-
Library Grants 093	-	-			-
Library Capital Fund 094	4,609	4,061			-
Library Capital Fund 095	(706)	(795)			19,484
Library Book Trust 099	-	-			-
Library Construction 311	182	172			5,415
Total	17,563	30,587			25,399

1 - The majority of ad Valorem proceeds are collected in the first quarter

2 - Revenue receipts are not evenly realized throughout the fiscal year (State Aid, Reimbursement e rate)

3 - Transfers from the Book Trust Fund occur during the fourth quarter of the fiscal year

4& 6 - Carryover considered collected in the first quarter of FY

5 - Other operating expenditures occur unevenly throughout the fiscal year (Charges for GSA Rent and G& A Reimb...).

6- Includes reserves for the new libraries (per capital plan)

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STATEMENT OF PROJECTION AND OUTLOOK

The Department projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses except as noted below:

Notes and Issues:

(Summarize any concern or exception which will prohibit the Department from being within authorized budgeted expenditures and available revenues)

DEPARTMENT DIRECTOR REVIEW

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.



Signature
Department Director

Date: January 30, 2004